

068004/04/03

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: UTILITIES METER READER**

**DEFINITION**

Under general supervision, to read electric and water meters and record consumption; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the journey level classification in the Utilities Field Services Series. This class is distinguished from the Utilities Field Services Assistant in that incumbents perform meter reading on a regular assigned route on a full-time basis. This class is further distinguished from the Utilities Field Services Technician in that the later class is utilized to perform both meter reading as well as to start and stop utility services.

**REPORTS TO:** Utilities Field Services Supervisor

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Utilities Field Services Supervisor.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Read electric meters on assigned routes utilizing telescope for reading over fences.
- Read water meters on assigned routes utilizing hand trowels, shovels, and buckets to dig out dirt and bail out water in meter boxes.
- Interact with dogs in the course of obtaining meter readings.
- Check meter for possible diversion, tampering, and other damage. Immediately report any unsafe meter conditions to supervisor.
- Utilize Data Cap Handheld (DCH) computer to input water and electric meter readings, update meter location, and update account information as required.
- Tactfully respond to citizen inquiries and complaints.
- Assist in the training of new employees.
- Maintain assigned City vehicle including removing of trash, debris, and personal items; reporting mechanical defects and problems to supervisor; monitor and/or maintain appropriate tire pressure, gasoline, water, and oil levels.

In addition to the above duties, when assigned to a commercial route, duties may include, but are not limited to:

- Maintain extensive inventory of keys to gain access to meters in commercial buildings.
- Interact with commercial customers to obtain information regarding ownership and/or company management changes to provide access to meters.

**Knowledge of:**

- Geography and street locations of the City.

**Ability to:**

- Learn locations of meters in various residential and commercial buildings throughout the City.
- Understand and carry out written and oral directions.
- Deal tactfully with the public.
- Perform general clerical functions.
- Work outdoors in varying types of weather.
- Walk long distances.
- Lift up to 32 pounds regularly and up to 60 pounds occasionally.

**Education and Experience:**

Education: Equivalent to completion of the twelfth grade.

Experience: One year of experience involving public contact in the field or office.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of, or ability to obtain, an appropriate, valid, Class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Utilities Meter Reader

**TO:** Utilities Field Services Technician